



July 18, 2006

SUBJECT: Development of Job Classifications for the Finance and Human Resources Departments: Principal Buyer, Budget Analyst I/II, and Senior Human Resources Analyst; and, Addition of Senior Accounting Technician and Information Technology Coordinator to Pay Plan G (Confidential Employees)

REPORT IN BRIEF

This report recommends amending the Classification Plan, and the Salary Resolution in order to implement recommendations resulting from classification studies of positions in the Finance and Human Resources Departments. The following classification changes are being recommended: establishment of the new classifications of Principal Buyer, Budget Analyst I/II and Senior Human Resources Analyst, and addition of the existing classifications of Senior Accounting Technician and Information Technology Coordinator to Pay Plan Category G (Confidential Employees).

BACKGROUND

Finance Department

The Finance Department requested that the Human Resources Department conduct a classification study of the Senior Buyer position that has been assigned responsibility for the City's most complicated formal bid processes, including bid document preparation and bid process management for all Department of Public Works projects. The Senior Buyer incumbent also submitted a request for classification review through the process authorized in the Sunnyvale Employees' Association (S.E.A.) Memorandum of Understanding. Both the Finance Department and incumbent requests for this classification study were initiated in order to determine if the scope of the position had grown beyond that described by the Senior Buyer classification. The Finance Department also requested a review of the current Management Analyst-Budget classification for possible development of an alternately staffed classification including a new higher level that would recognize the more complex tasks that are performed by more experienced staff. Additionally, both the Finance Department and the S.E.A. requested that the Human

Resources Department conduct a classification study of the Senior Accounting Technician position responsible for assisting with the City payroll function, in order to determine if the position's duties meet the criteria for confidential status.

Human Resources Department

At their October 18, 2005 meeting, Council approved a reorganization of the Human Resources Department which included the establishment of three Human Resources Manager positions, including a manager assigned to each of the three major divisions within the department: Recruitment and Classification, Employee Benefits, and Employee Relations/Employee Development. All of these positions were filled as of mid-February 2006. Subsequently, the Director of Human Resources has conducted further analysis of the staffing needs of the Recruitment and Classification Division. Based upon the upcoming need for substantial review of the City's job descriptions, scheduled to occur in conjunction with the succession planning that will take place over the next several years, and particularly in anticipation of the implementation of the enhanced retirement benefit in July of 2007 and the related anticipated increase in the number of recruitments, the potential need for additional professional level staff in this division was identified.

DISCUSSION

Finance Department

Human Resources Department staff has completed a classification study of the Senior Buyer position that has been assigned responsibility for managing the most complex City bid processes, including those associated with Department of Public Works projects. As the result of changes in the City's Purchasing Ordinance and the adoption of a new Public Works Contracting Ordinance (Chapters 2.08 and 2.09 of the Sunnyvale Municipal Code) in 2000, responsibility for bid and contract management of the City's public works projects was transferred from engineers assigned to the Department of Public Works' Project Administration Division to the Department of Finance Purchasing Division. The duties and responsibilities associated with that organizational change were assigned to a Senior Buyer position and have been continuously performed by the incumbent since 2000; the incumbent has been working out of classification since that time. While the duties of the Senior Buyer classification have historically included responsibility for complex formal bids, the bidding and contracting associated with public works projects is significantly more complex than bidding and contracting for the purchase of any other goods and services, as the public works bids involve more stringent insurance, advertising and legal notice requirements, as well as the need to obtain and evaluate performance and payment bonds, and the requirement to

retain a percentage of all progress payments until the successful completion of the project. Based upon the information gathered in this classification study, it is recommended that a new, higher level, specialist and lead-worker classification of Principal Buyer be established. This classification will be included in the current Buyer job series, which includes the entry-level Assistant Buyer, journey-level Buyer, and advanced-journey level Senior Buyer. In addition, it is recommended that the classifications within the Buyer series be alternately staffed, which will allow incumbents to promote to the higher levels within the series as they obtain the required level of knowledge and ability, depending upon the operational needs of the department. Additionally, it is recommended that the salary range for the Principal Buyer be set at \$35.9489 - \$43.6962/hour, 5% higher than the salary range for the Senior Buyer (\$34.2370 - \$41.6154/hour).

The Finance Department also requested that a classification study of the Management Analyst-Budget classification be conducted in order to determine if the establishment of an alternately staffed classification, including a new higher level, is justified based upon the scope of work assigned to more experienced staff. Based upon the information gathered through the classification study it has been determined that more experienced incumbents in the Management Analyst-Budget classification are expected to independently perform far more complex fiscal analyses than less experienced staff, including analysis of budgetary factors that have Citywide impact. Based upon the breadth of budget related work associated with the positions within this classification, it is recommended that the classification be alternately staffed and a new, higher level classification be established. Additionally, it is recommended that the classification be retitled to Budget Analyst I/II, in order to better reflect the fiscal responsibilities associated with the position. It is recommended that the salary range for the Budget Analyst I be maintained at the Management Analyst-Budget grade 17 (\$74,134-\$87,216/year) and that the new, higher level Budget Analyst II classification be assigned grade 18 with a range of \$80,064-\$94,193/year, 8% above the Budget Analyst I level.

Additionally, both the Finance Department and the S.E.A. requested a classification study of the Senior Accounting Technician position responsible for assisting with payroll processing, in order to determine if the position should be designated Confidential. The results of the study indicate that because the incumbent has access to confidential information related to labor relations and the meet and confer process between the City and employee organizations, it meets the criteria for confidential status. Presently, this classification is included only in Pay Plan Category B, Miscellaneous Classified Employees, represented by the S.E.A. The Human Resources Department recommends establishing a comparable classification of Senior Accounting

Technician in Pay Plan Category G (Confidential Employees). Per the City's salary resolution, classifications designated Confidential receive a 3.5% salary differential.

Human Resources Department

The Director of Human Resources requested that a staffing study of the Recruitment and Classification Division be completed in order to assess the possible need for additional professional level staff. At the October 18, 2005 Council meeting, the Director of Human Resources informed Council that it was anticipated that future organizational changes within the department might occur after the Human Resources Manager positions were filled. A review and analysis of the Human Resources Department's organizational structure, in association with upcoming work demands, has been completed and it has been determined that the reallocation of clerical and temporary hours to professional hours will best serve the needs of the organization. Based upon an analysis of the increased workload associated with additional classification studies and recruitment processes that are anticipated to occur as a result of the implementation of the enhanced retirement benefit in July of 2007, as well as on-going professional level assistance that will be required in the areas of classification system review, organizational studies, succession planning, and Recruitment Division staff training, it has been determined that the addition of a professional level position with responsibility for assisting with the supervision and coordination of these functions is warranted. It is recommended that the classification of Senior Human Resources Analyst, an advanced journey level and supervisory classification in the professional human resources analyst series, be established to perform these functions. The recommended salary range for the Senior Human Resources Analyst classification is \$35.7688-\$43.4772/hour, 10% above the Human Resources Analyst salary range (\$32.5171-\$39.5247/hour). Additionally, it is recommended that this classification be designated as Confidential and assigned to Pay Plan Category G (Confidential Employees), due to the fact that the work performed by this position will involve tasks associated with labor relations and the meet and confer process between the City and employee organizations. Per the City's salary resolution, classifications designated Confidential receive a 3.5% salary differential. There is no increased cost associated with this new position as the cost will be covered by the deletion of one Office Assistant position (1800 hours), as well as a decrease in the budget allocation for temporary (professional casual) hours.

The current budget includes an Information Technology Coordinator position in the Human Resources Department. Because this position will be assigned responsibility for confidential tasks in support of labor relations and the meet and confer process between the City and employee organizations, it meets the

criteria for confidential status. Presently, this classification is included only in Pay Plan Category B, Miscellaneous Classified Employees, represented by the S.E.A. The Human Resources Department recommends establishing a comparable classification of Information Technology Coordinator in Pay Plan Category G (Confidential Employees). Per the City's salary resolution, classifications designated Confidential receive a 3.5% salary differential.

The recommendations described above that impact positions represented by the S.E.A. have been reviewed with the Association and the Association has concurred with these recommendations.

FISCAL IMPACT

- The modest salary differentials for the Finance Department positions, totaling approximately \$19,000, can be absorbed within the Department's current FY 2006/2007 Budget through vacancies and savings from budgeted salary adjustments.
- There is no fiscal impact as a result of the recommended changes in the Human Resources Department.

PUBLIC CONTACT

Public contact was made through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City's web page, and the availability of the report in the Library and the City Clerk's Office.

ALTERNATIVES

1. Approve all of the recommendations contained in this report related to the proposed classification changes.
2. Do not approve the recommendations contained in this report.

RECOMMENDATION

Staff recommends Alternative 1; Approve all of the recommendations contained in this report related to the proposed classification changes.

Reviewed by:

Erwin Young
Director of Human Resources
Prepared by: Kelly Menehan, Human Resources Manager

Reviewed by:

Mary J. Bradley
Director of Finance

Approved by:

Amy Chan
City Manager

Attachments

- A. Resolution to Amend the Classification Plan
Exhibit 1 - Class Specifications:
Budget Analyst I/II
Principal Buyer
Senior Human Resources Analyst - Confidential
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEW JOB CLASSIFICATIONS OF PRINCIPAL BUYER, BUDGET ANALYST I/II AND SENIOR HUMAN RESOURCES ANALYST; THE ADDITION OF THE EXISTING CLASSIFICATIONS OF SENIOR ACCOUNTING TECHNICIAN AND INFORMATION TECHNOLOGY COORDINATOR TO PAY PLAN CATEGORY G (CONFIDENTIAL EMPLOYEES); AND ADDING THE JOB SPECIFICATIONS THEREFOR

WHEREAS, in order to implement recommendations resulting from classification studies of positions in the Finance Department and the Human Resources Department, staff is recommending the establishment of the new classifications of Principal Buyer, Budget Analyst I/II and Senior Human Resources Analyst; the addition of the existing classifications of Senior Accounting Technician and Information Technology Coordinator to Pay Plan Category G (Confidential Employees); and the addition of the job specifications therefor; and

WHEREAS, the City Council has considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service as follows:

(a) By adding the new classification title "Principal Buyer," to Pay Plan B (Miscellaneous Classified Employees) and adding the job specification to read as set forth in Exhibit 1 attached hereto and incorporated herein by reference;

(b) By adding the following three job classification titles "Senior Human Resources Analyst," "Senior Accounting Technician-Confidential," and "Information Technology (IT) Coordinator-Confidential" to Pay Plan G (Classified Confidential Employees) and adding the job specification for "Senior Human Resources Analyst" to read as set forth in Exhibit 1 attached hereto and incorporated herein by reference.

(b) By adding the following two new job classification titles "Budget Analyst I" and "Budget Analyst II" to Pay Plan D/E (Classified Management Employees) and adding the job specifications to read as set forth in Exhibit 1 attached hereto and incorporated herein by reference.

2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.

3. This resolution shall take effect upon adoption.

Adopted by the City Council at a regular meeting held on _____, 2006, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

City Clerk
SEAL

Mayor

APPROVED AS TO FORM AND LEGALITY:

David E. Kahn, City Attorney

CITY OF SUNNYVALE

| | | |
|-----------------------------|-----------|-----------|
| Rev/Est | | 12/3/96 |
| Job Code | 0367/0368 | Rep: Mgmt |
| EEOC Category: Professional | | |

BUDGET ANALYST I/II**DEFINITION**

Under the direction of the Finance Manager-Budget, supervises and performs complex and sensitive analytical work related to preparing, reviewing, analyzing, evaluating and administering the City budget; evaluates fiscal impact of budget submittals and related issues on departmental budgets and Citywide budget; may assist with and support other Department of Finance functions; and, performs related work as required.

DISTINGUISHING CHARACTERISTICS

The **Budget Analyst I/II** classification specializes in City-wide budget work. The duties of this classification involve a high level of interaction with other City departments' management personnel and encompass a wide range of tasks that require independence of action and have an impact on City operations. This classification is distinguished from the higher level classification of Finance Manager-Budget in that the latter is responsible for internal control, supervision and management oversight of all Budget Division activities and personnel.

Budget Analyst I is the journey level classification in the professional budget analyst series. Initially, incumbents perform assigned tasks under general supervision, while learning related policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Budget Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level classification. Individuals are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Budget Analyst II is the advanced journey level classification in the professional budget analyst series in which incumbents are expected to independently perform the full scope of budget analysis, review and administration and perform research on new and current projects and program activities.

TYPICAL DUTIES *(May include, but are not limited to, the following)*

- Participates in the development of the annual City budget by reviewing and analyzing budget submittals; makes recommendations related to revenue sources and funding levels; and, prepares long-range financial plans.
- Conducts analytical studies of complex and sensitive financial or organizational issues; analyzes proposals for immediate and long term policy and fiscal impacts on specific departmental operations and on a Citywide basis; makes recommendations based on findings.
- Prepares expenditure and revenue recommendations in oral and written form.
- Maintains a current understanding of financial and policy and program issues in the assigned area of responsibility; maintains awareness of the impact of such issues on a Citywide basis.

- Conducts fiscal investigations and prepares written and oral reports with recommendations for action.
- Facilitates budget process in cooperation with other City department managers, department directors, and executive management; schedules and coordinates meetings with operating departments in order to review and finalize budget submittals.
- Reviews budget related documents prepared by operating departments for completeness and accuracy; provides feedback and direction regarding budget related documents to all levels within the organization.
- Analyzes and develops process, procedures, work simplification, computer applications and methods of achieving intended outcomes.
- Prepares reports, documentation and correspondence; coordinates and assembles a variety of financial and statistical information for inclusion in reports and presentations; may make presentations.
- Collaborates with other City staff by providing consultation services in areas of expertise.
- May represent the Finance Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
- May coordinate interdepartmental teams and complex projects and studies; manages programs and projects of a complex and varied nature.
- May supervise support staff as assigned.
- May act as the Finance Manager-Budget in his/her absence.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education & Experience:

Any combination of education and experience equivalent to:

Budget Analyst I

Bachelor's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university, and three years of increasingly responsible management and/or administrative analytical work experience, including a minimum of two years of experience related to budget management or financial analysis.

Budget Analyst II

Bachelor's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university, and five years of increasingly responsible management and/or administrative analytical work experience, including two years performing budget management or financial analysis in a public sector agency similar to the City of Sunnyvale, and some lead or supervisory experience.

A Master's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university may substitute for one year of management and/or administrative analytical work experience for both the Budget Analyst I and Budget Analyst II levels.

Knowledge, Skills and Abilities:

Budget Analyst I

Thorough knowledge of:

- The theory, principles and practices of budgeting and finance.
- The principles, programs and practices of fiscal analysis and research methodology.
- Financial systems software and the general application of information technology systems to forecasting and analysis.
- Concepts and techniques of costing services and products.

Budget Analyst II

The above, plus working knowledge of:

- The current principles and practices of municipal agency budgeting.
- The laws and regulations governing the financial operations of a local governmental agency.

Some knowledge of:

- The principles and practices of supervision and training.

Budget Analyst I and II

Skill in:

- Operating a personal computer with proficiency, including use of spreadsheet applications.
- Performing financial analysis utilizing current technology comparable to that employed by the City of Sunnyvale.

Ability to:

- Collect, interpret and evaluate narrative and statistical data pertaining to fiscal and management matters and translate results into coherent, well-written reports; analyze and understand complex issues related to assigned area of responsibility and develop effective recommendations.
- Learn City of Sunnyvale performance-based budgeting concepts and apply these concepts to all fiscal issues.
- Manage and organize large amounts of data in an accurate and easily understandable manner; effectively design accurate and complex spreadsheets.
- Plan, organize and prioritize responsibilities in order to complete projects and reports in a timely and accurate manner; maintain accurate records.
- Demonstrate sound judgment and provide unbiased advice in formulating recommendations.
- Take initiative and be creative in order to accomplish objectives.
- Work independently and as a member of a team; function effectively with minimal supervision and use independent reasoning to solve complex problems and develop recommendations for action;
- Effectively and simultaneously manage a variety of tasks and assignments; work effectively under the pressure of deadlines.
- Direct, train and assist with the evaluation of subordinate staff.

- Establish and maintain effective working relationships and demonstrate customer service orientation with peers, departmental representatives, elected officials, representatives of other governmental agencies, and the public.
- Communicate clearly and concisely, both orally and in writing; make public presentations.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.

Willingness to:

- Work irregular hours as necessary in order to meet deadlines and achieve objectives.

License/Certificate

Possession and continued maintenance of a valid California class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Performance-based budget experience and advanced computer skills are highly desirable.

CITY OF SUNNYVALE

| | | |
|---|---------------------|----------|
| Rev/Est | | |
| Job Code | 6750/2000/1140/2050 | Rep: SEA |
| EEOC Category: Para-professional/Professional | | |

BUYER SERIES

| Class Title | Job Code | EEOC Category: |
|--------------------|-----------------|-----------------------|
| Assistant Buyer | 6750 | Para-professional |
| Buyer | 2000 | Professional |
| Senior Buyer | 1140 | Professional |
| Principal Buyer | 2050 | Professional |

DEFINITION

Positions within the Buyer Series are responsible for providing technical purchasing services including, but are not limited to, purchasing supplies, materials and equipment; contracting for both trade and professional/personal services; contracting for public works projects; and performing other purchasing functions as required.

Positions in this series are flexibly-staffed and are normally filled by advancement from the lower levels or, when filled from the outside, require prior work experience in purchasing. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meets the qualifications standards for the class. Assignment to classifications within the series are based on the diversity, complexity and scope of assigned responsibilities as it relates to the type and level of supervision received; degree of independence in the decision-making process to carry out assignments; application of depth and breadth of knowledge of purchasing principles, practices, regulations, laws; degree of independence for planning, organizing, coordinating and directing the competitive bid process; responsibility for leading and directing the work of others.

DISTINGUISHING CHARACTERISTICS and ESSENTIAL FUNCTIONS

Assistant Buyer is the entry level in the series and is responsible for performing routine purchasing work while under close supervision. The tasks assigned to this position are performed according to detailed oral or written instructions within the scope of established policies and procedures. This classification performs basic purchasing assignments and is distinguished from the Buyer who performs journey-level procurement work.

Typical assignments involve purchasing routine supplies, materials, equipment, and services through the issuance or renewal of blanket purchase orders; reviewing requisitions for completeness; determining where products may be obtained; securing price quotations and comparing prices; interviewing salespersons; preparing correspondence through the use of a variety of templates; expediting deliveries;

conducting follow up procedures when necessary; and participating in purchasing training for City employees.

Buyer is the journey level in the series and is responsible for performing routine purchasing work in compliance with legal requirements and the practices and procedural guidelines set forth by the division. Positions assigned to this classification usually receive some instructions on the work to be performed and may select the most appropriate methods to accomplish the tasks. This position is distinguished from the Senior Buyer who is responsible for performing complex purchasing work and exercising a significant degree of independent judgment.

Typical assignments include processing routine purchases of supplies, materials, equipment and services in compliance with established laws, ordinances, policies and ethical principles; advising departments in the development of specifications; soliciting competitive bids; identifying and selecting suppliers and monitoring supplier performance; evaluating and analyzing bids; preparing routine contracts and written reports; expediting deliveries; conducting follow up procedures when necessary; participating in the development of the Purchasing Division policies and procedures; participating in purchasing training for City employees, and providing professional procurement information and assistance to City employees at all organizational levels.

Senior Buyer is the advanced level in the series and is responsible for complex purchases of supplies, materials, equipment and services within general legal and procedural guidelines. Positions assigned to this classification usually receive some instruction or a general outline of the work to be performed and are responsible for carrying out tasks within the scope of established policies. This position is distinguished from the Principal Buyer who is responsible for performing the most complex purchasing work and has the responsibility for preparing highly complex, customized bid documents and contracts and/or coordination of a specific purchasing function (i.e., all public works contract development).

Typical assignments include processing complex purchasing transactions in compliance with established laws, ordinances, policies and ethical principles; determining appropriate methods of procurement; developing specifications, terms and conditions; soliciting competitive bids; identifying and selecting suppliers and monitoring supplier performance ; evaluating and analyzing bids and proposals; negotiating and developing contracts; expediting deliveries; conducting follow up procedures when necessary; resolving purchase order and contract differences or quality problems with suppliers; preparing detailed and complex written reports and making recommendations to upper management and City Council; participating in the development of Citywide purchasing policies and procedures; and providing professional procurement consultation, assistance and training to City employees at all organizational levels. The Senior Buyer may be assigned lead responsibility for lower-level purchasing or clerical staff in carrying out assignments.

Principal Buyer is the highest technical specialist and is responsible for bidding and preparing highly complex contracts or agreements, including contracts for public works

projects and facility maintenance and repair, which involve the integration of many diverse elements. The Principal Buyer may assist with developing and conducting purchasing training for City employees; performing long-term planning; and recommending purchasing and payment policy and procedural changes. The Principal Buyer may have lead responsibility for a group of lower-level purchasing or clerical staff in the planning and completion of their assignments.

Other areas of responsibility typically include review and approval of licensing agreements, development of original language for technical or complex specifications when none exist; and effectively working with requestors in developing specifications which are cost effective and not unduly restrictive.

MINIMUM QUALIFICATIONS

Education and Experience

Assistant Buyer - requires any combination of education and experience equivalent completion of the twelfth school grade and three years of progressively responsible clerical experience which includes regular interaction with a centralized purchasing unit (i.e., preparing purchase requisitions, payment authorization documents, etc.) or two years of Accounts Payable or centralized shipping and receiving experience or one year of experience as a purchasing assistant.

Buyer - requires any combination of education and experience equivalent to graduation from college in purchasing, accounting, marketing, public administration, general business, or other appropriate field and two years of purchasing experience in a competitive bidding setting or in the development of contracts, service agreements or leases.

Senior Buyer - requires any combination of education and experience equivalent to graduation from college in purchasing, accounting, marketing, public administration, general business, or other appropriate field and four years of journey-level buying experience using formal and informal competitive bidding processes, and developing contracts, service agreements, leases or other written legal agreements.

Principal Storekeeper - requires any combination of education and experience equivalent to graduation from college in purchasing, accounting, marketing, public administration, general business, or other appropriate field and five years of increasingly responsible purchasing experience involving the preparation of bid solicitation documents, specifications and reports for highly complex purchases, such as public works projects.

Knowledge, Skills and Abilities:

Assistant Buyer

General knowledge of office practices and procedures and familiarity with purchasing software, forms, methods and procedures.

Ability to keep records and communicate clearly and concisely, orally and in writing; use word processing, spreadsheet, and purchasing software; follow regulations, procedures and established practices in the department; independently gather and analyze data necessary for informed purchasing decisions; make accurate mathematical calculations; deal tactfully and effectively with suppliers and contacts outside of the organization; evaluate bids received and award purchase orders in accordance with applicable laws, policies and procedures; resolve problems with suppliers; establish and maintain effective working relationships with suppliers and City officials and staff at all levels; provide relevant and accurate procurement information to department staff; and provide excellent customer service to internal customers.

Buyer

In addition to the knowledge required of the Assistant Buyer, must have knowledge of purchasing methods and procedures; contract development; and sources of supply.

In addition to the abilities required of the Assistant Buyer, must have the ability to assist departments in writing specifications; prepare competitive bid solicitation documents; understand and comply with all legal requirements for the advertisement of bids; compare and analyze bids received; determine if bidders are responsive and responsible; identify successful bidders and award contracts; when required, prepare draft Reports to Council recommending contract awards; apply good judgment and make sound purchasing decisions; understand and comply with all federal, state and local laws, policies, procedures and regulations relevant to each purchase; maintain records, logs and databases; use word processing and spreadsheet software to prepare correspondence and reports and analyze data.

Senior Buyer

In addition to the knowledge required of the Buyer, must also have knowledge of market and economic trends and conditions that affect procurement; industry standards and practices for delivering products and services; and contract development and administration.

In addition to the abilities required of the Buyer, must have the ability to write complex bid documents, specifications, contracts and reports; analyze and compare complex or detailed quotations, bids and proposals; identify applicable contract elements, based upon the product or service being purchased; when appropriate, negotiate contracts for the acquisition of supplies, materials, equipment and services; develop objectives and measures to evaluate supplier performance; and provide relevant procurement information and recommendations to department staff.

Principal Buyer

In addition to the knowledge required of the Senior Buyer, must have thorough knowledge of the principles, practices and procedures of public purchasing; knowledge of basic accounting principles as they relate to purchasing and contracts; a comprehensive knowledge of formal competitive bid development and management and a thorough knowledge of the federal, state and local statutes and codes relating to all types of public sector purchases.

In addition to the abilities required of the Senior Buyer, must have the ability to manage all aspects of the public bidding process in full compliance with all applicable federal, state and local laws, codes, policies and procedures; create highly technical and varied specifications where none previously exist; analyze bids, based on both purchase price and life cycle cost; determine if bidders are responsive and responsible; make presentations to upper management and Council, when required; prepare Reports to Council recommending contract awards; lead and review the work of others; and act promptly to resolve actual or potential problems, when required.

CITY OF SUNNYVALE

| | | | |
|---------------|--------------|-----|------|
| Rev/Est | | | |
| Job Code | 1460 | Rep | CONF |
| EEOC Category | Professional | | |

SENIOR HUMAN RESOURCES ANALYST**DEFINITION**

Under general direction, coordinates and performs difficult and responsible professional level human resources duties associated with recruitment, selection, classification and compensation; develops, plans, implements, supervises, coordinates and administers assigned program responsibilities; conducts research, analysis and preparation of reports; supervises professional, paraprofessional and/or clerical staff; and, performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is the advanced journey level and supervisory classification in the professional human resources analyst series. Incumbents are expected to independently perform and coordinate the full scope of human resources analysis and research on new and current program activities, and supervise and train staff assigned to conduct recruitment, selection and classification related activities. This classification is distinguished from the next higher classification of Human Resources Manager in that the latter is a division manager classification with responsibility for the overall performance of the program and work unit.

TYPICAL DUTIES *(May include, but are not limited to, the following)*

- Supervises, trains and assists with the evaluation of professional, paraprofessional and clerical staff assigned to perform recruitment and selection related functions; ensures legal compliance and validity of recruitment and selection activities.
- Develops, plans, coordinates and administers the most complex recruitment and examination processes; coordinates and conducts job analyses; develops recruitment plans and creative outreach techniques to attract a diverse applicant pool; designs and develops job related selection procedures; evaluates employment applications; develops examination schedules and develops, administers and evaluates oral, written, physical agility and performance exams and other assessment instruments; performs statistical analysis of examination results; oversees the preparation of job announcements, employment advertising and other recruitment materials; attends job fairs and other events to publicize City job opportunities.
- Conducts classification and organizational studies, including gathering information, surveying other agencies, auditing positions by questionnaire and interview, preparing and revising classification specifications, and recommending the allocation

of positions to new or existing classifications; provides training, supervision, and technical consultation to subordinate professional staff in the areas of classification and compensation.

- Provides information and advice to job applicants and the general public concerning employment opportunities and examination procedures.
- Provides information concerning human resources policies, procedures, wage rates and terms of labor contracts to City staff, other agencies, and the public; responds to compensation and classification survey requests.
- Analyzes data and prepares reports related to area(s) of assignment; conducts and responds to surveys.
- Assists with the planning and coordination of major research or administrative projects; compiles and analyzes data pertaining to personnel program policies and issues.
- Assists in the development and implementation of department or Citywide goals, objectives, policies and procedures; educates employees and managers on policies and legal compliance; analyzes and recommends strategies to improve effectiveness of operation.
- Represents the Human Resources Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
- Plans, develops, coordinates and presents training sessions related to area(s) of assignment; may prepare and conduct training classes for City employees.
- Utilizes computer software applications to perform assigned activities.
- Assists with department budget preparation, analysis and administration; monitors expenditures; approves invoices and purchases.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to a Bachelor's degree from an accredited university in personnel administration, business, public administration or a related field, and two years of professional level public sector human resources experience in the area of assignment, including some lead or supervisory experience.

Knowledge, Skills and Abilities

Working Knowledge of:

- Principles and practices of public sector human resources administration, including recruitment and selection, equal employment opportunity, and classification.
- Legal and professional standards and procedures related to the development, administration and validation of assessment instruments.
- Applicable federal, state and local laws, codes and regulations related to area(s) of assignment.
- Principles and practices of program and system development, administration and evaluation.
- Methods and techniques of record keeping and report preparation and writing; proper English, spelling and grammar.
- Office practices, methods and equipment, including a computer and a variety of word processing and other software applications.
- Research methods and statistical analysis.

Some Knowledge of:

- Methods and techniques of supervision, training and motivation.

Ability to:

- Develop and coordinate work programs.
- Supervise, direct, train and assist with the evaluation of subordinate staff.
- Effectively organize, prioritize and follow-up on work assignments.
- Analyze complex administrative and technical issues and make appropriate recommendations for action.
- Independently develop and coordinate effective systems, programs, and procedures.
- Interpret, explain and apply applicable laws, codes and regulations.
- Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate.
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Make sound decisions within established guidelines.
- Make public presentations.
- Maintain accurate records.

- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently and as a member of a team.
- Establish and maintain effective working relationships.
- Observe safety principles and work in a safe manner.

License/Certificate:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS EMPLOYEES); PAY PLAN CATEGORY D/E (MANAGEMENT EMPLOYEES); AND PAY PLAN CATEGORY G (CONFIDENTIAL EMPLOYEES)

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add three new classifications of Principal Buyer, Budget Analyst I/II and Senior Human Resources Analyst; and to add two existing classifications of Senior Accounting Technician and Information Technology Coordinator to Pay Plan Category G (Confidential Employees), for which a pay schedule must be added for each new classification to the City's Salary Resolution No. 190-05; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. Section 2.100 of Resolution No. 190-05 is hereby amended by adding the pay range and steps to Pay Plan Category B (Miscellaneous Employees) for the new classification of Principal Buyer, as set forth in Exhibit A attached hereto and incorporated by reference.

2. Section 2.300 of Resolution No. 190-05 is hereby modified by adding the pay range and steps to Pay Plan Category D/E (Management Employees) for new classifications of Budget Analyst I and Budget Analyst II, as set forth in Exhibit A attached hereto and incorporated by reference.

2. Section 2.450 of Resolution No. 190-05 is hereby modified by adding the pay range and steps to Pay Plan Category G (Confidential Employees) for new classifications of Senior Human Resources Analyst, Information Technology (IT) Coordinator-Confidential, and Senior Accounting Technician-Confidential, as set forth in Exhibit A attached hereto and incorporated by reference.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2006, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David E. Kahn, City Attorney

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS EMPLOYEES); PAY PLAN CATEGORY D/E (MANAGEMENT EMPLOYEES); AND PAY PLAN CATEGORY G (CONFIDENTIAL EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add three new classifications of Principal Buyer, Budget Analyst I/II and Senior Human Resources Analyst; and to add two existing classifications of Senior Accounting Technician and Information Technology Coordinator to Pay Plan Category G (Confidential Employees), for which a pay schedule must be added for each new classification to the City's Salary Resolution No. 190-05; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. Section 2.100 of Resolution No. 190-05 is hereby amended by adding the pay range and steps to Pay Plan Category B (Miscellaneous Employees) for the new classification of Principal Buyer, as set forth in Exhibit A attached hereto and incorporated by reference.

2. Section 2.300 of Resolution No. 190-05 is hereby modified by adding the pay range and steps to Pay Plan Category D/E (Management Employees) for new classifications of Budget Analyst I and Budget Analyst II, as set forth in Exhibit A attached hereto and incorporated by reference.

2. Section 2.450 of Resolution No. 190-05 is hereby modified by adding the pay range and steps to Pay Plan Category G (Confidential Employees) for new classifications of Senior Human Resources Analyst, Information Technology (IT) Coordinator-Confidential, and Senior Accounting Technician-Confidential, as set forth in Exhibit A attached hereto and incorporated by reference.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2006, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David E. Kahn, City Attorney

EXHIBIT A**CATEGORY B
APPLIES TO MISCELLANEOUS CLASSIFIED EMPLOYEES**

| JOB CODE | CLASSIFICATION | PAY RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-----------------|-----------------------|----------------------|---------------|---------------|---------------|---------------|---------------|
| 2050 | PRINCIPAL BUYER | 683 | \$35.9489 | \$37.7464 | \$39.6337 | \$41.6154 | \$43.6962 |

**CATEGORY G
APPLIES TO CLASSIFIED CONFIDENTIAL EMPLOYEES**

| JOB CODE | CLASSIFICATION | PAY RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-----------------|--|----------------------|---------------|---------------|---------------|---------------|---------------|
| 1460 | SENIOR HUMAN RESOURCES ANALYST | 684 | 35.7688 | 37.5572 | 39.4351 | 41.4068 | 43.4772 |
| 2455 | IT COORDINATOR - CONFIDENTIAL | 685 | 35.5087 | 37.2842 | 39.1484 | 41.1058 | 43.1611 |
| 6860 | SR ACCOUNTING TECHNICIAN - CONFIDENTIAL | 686 | 26.9059 | 28.2512 | 29.6638 | 31.1470 | 32.7044 |

**CATEGORY D/E
APPLIES TO CLASSIFIED MANAGEMENT EMPLOYEES**

| JOB CODE | CLASSIFICATION | PAY GRADE | MIN | MAX |
|-----------------|-----------------------|------------------|------------|------------|
| 0367 | BUDGET ANALYST I | 16 | \$74,134 | \$87,216 |
| 0368 | BUDGET ANALYST II | 17 | \$80,064 | \$94,193 |